

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF IDAHO**



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**NOTICE OF VACANCY**

*The United States Bankruptcy Court for the District of Idaho is accepting applications for the position of **Half-Time Career Law Clerk** serving U.S. Bankruptcy Judge Jim D. Pappas. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is in either the Boise office headquarters or Pocatello divisional office.*

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<b>Announcement Number:</b>	<b>06-02</b>
<b>Position Title:</b>	<b>Career Law Clerk Half-Time Permanent Position (FTP), Excepted Service (20 hours/week)</b>
<b>Location:</b>	<b>Boise or Pocatello, Idaho</b>
<b>Classification Level:</b>	<b>Judicial Salary Plan (JSP 11-13, depending on experience)</b>
<b>Starting Salary:</b>	<b>Depending on experience (Table 01: RUS) JSP 11 \$51,972 - \$67,567 (one-half) JSP 12 \$62,291 - \$80,975 (one-half) JSP 13 \$74,074 - \$96,292 (one-half)</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Starting Date (Projected):</b>	<b>September 5, 2006</b>

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**POSITION OVERVIEW:**

The United States Bankruptcy Court for the District of Idaho invites applications for the position of half-time Bankruptcy Law Clerk in Boise and Pocatello. The law clerk will work under the supervision of

United States Bankruptcy Judge Jim D. Pappas in all areas of bankruptcy proceedings. Duties would include evaluation and analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

At the time of appointment, the candidate must possess the following minimum requirements:

- be a graduate of an ABA accredited law school with strong academic credentials
- be a member of the bar (applicants who have taken the bar exam and are awaiting results will be considered)
- possess superior research and writing skills
- be proficient in computer assisted research, Windows and Word Perfect (or Word)
- exhibit strong analytical ability
- demonstrate excellent verbal, written and interpersonal skills
- minimum commitment by applicant of 3 years

### **DESIRABLE QUALIFICATIONS:**

- Experience on law review, moot court, publication in a law review journal, legal internship or externship - preferably for a federal judge
- other relevant legal experience especially in bankruptcy, creditor's rights and/or commercial law received after graduation from law school

### **BENEFITS:**

A generous benefits package is available and includes the following:

- Ten days paid leave per year
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

### **APPLICATION PROCESS:**

Qualified applicants should send a **letter of interest, current resume, writing sample, references, law school transcripts** and a **completed AO-78, Application for Federal Employment form\*** to:

**Honorable Jim D. Pappas  
United States Bankruptcy Court  
550 West Fort St., MSC 042**

**Boise, ID 83724**

**NO FAXES PLEASE**

\*Application forms (AO-78) are available on our website in fillable format at [www.id.uscourts.gov](http://www.id.uscourts.gov), or at any of our office locations. Please print or type all information and sign where indicated

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

**Due to the expected high volume of applicants for this position, the U.S. Bankruptcy Court for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.**

**THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO  
IS AN EQUAL OPPORTUNITY EMPLOYER**